Information Systems & Data Manager

SALARY:	$31.08 - $40.41 Hourly
DEPARTMENT:	Division of Military
OPENING DATE:	08/10/21
CLOSING DATE:	08/24/21 11:59 PM
DESCRIPTION:	

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT
Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	**21-69-MN**
AREA OF CONSIDERATION:	**Open to current members of the Idaho National Guard**
POSITION TITLE:	**Information Systems & Data Manager**
PAY GRADE:	**NGA-11**
POSITION CONTROL NUMBER:	**1114**
CLASS CODE:	**22767**
SALARY RANGE:	**$31.08 to $40.41 hourly ($64,649 to $84,049 annually)**
FLSA CODE:	**Administrative Exempt**
DUTY LOCATION:	**Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID**
TYPE OF POSITION:	**Military Nonclassified; Army or Air; Officer, Warrant; Enlisted**
COMPATIBLE MILITARY FIELD:	**Not Applicable**

JOB TITLE: INFORMATION SYSTEMS AND DATA MANAGER
POSITION CONTROL NUMBER: 1114
CLASS CODE NUMBER: 22767
SALARY GRADE: NGA-11

INTRODUCTION: The position is located in the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho - Military Division. The primary purpose of this position is to manage the CFMO Information Technology (IT) systems and provide data management expertise with Installation Status Report (ISR)/BUILDER reporting systems and other CFMO databases. Assists the CFMO Administrative Officer, ISR Program Manager and other CFMO staff with functions to include improving the state's data collection and reporting to National Guard Bureau (NGB), U.S. Army Assistant Chief of Staff for Installation Management (ACSIM), Headquarters Department of the Army (HQDA) and the Department of Defense (DoD).

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Serves as an organizational-level systems administrator on multiple platforms maintained and administered throughout the CFMO. The incumbent is responsible for installing, testing system configuration and monitoring, operating, troubleshooting and maintaining a diverse array of server and individual hardware and software systems. Works in conjunction with other system administrators and Idaho Army National Guard Directorate of Information Systems (G6) counterparts to ensure all systems are compliant with applicable regulations and policies.

2. Configures, maintains, installs and upgrades CFMO server hardware and software systems including virtual and physical Windows Server operating systems, file serving, fire alarm monitoring, and a Direct Digital Control (DDC) server with associated control panels throughout statewide Idaho Military Division facilities.

3. Manages hardware and software systems including phone (both cellular and IP), copiers, printers, scanners, handheld devices, personal computers (laptop and desktop), and various other network-controlled systems (fire alarm monitoring, HVAC, lighting, key management, etc.). Software includes AutoCad licensing, advanced utility metering, and fire alarm monitoring.

4. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements. Analyzes, evaluates and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed.

5. Troubleshoots and repairs problems and implements changes on multiple computer platforms. Diagnoses system failures to isolate source of problems between equipment, system software and application programs.

6. Plans and schedules the installation of new or modified hardware, operating systems and software applications. Considers factors such as compatibility, conversion or implementation costs, and impact on existing equipment.

7. Provides administrative support for ISR and BUILDER user access/accounts. Troubleshoots data import problems, as needed.

8. Assists managers in reviewing reports and comments offered by directorates.   Provides technical guidance and suggestions for improvement to ensure comments are consistent, comprehensive and adequately justify and/or explain the status being reported.

9. Assists in the development and implementation of internal processes for timely completion and data import/entry in to National Guard databases of record that the CFMO office is required to submit data.

10. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Equal Employment Opportunity (EEO),

Whistleblower Protection Program, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol/weapon free workplace.

11. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under general supervision. Work is received in the form of raw data regarding facilities operation, maintenance and construction. Work is performed independently within established guidelines with major changes in program procedures discussed with supervisor prior to implementation. Work is reviewed in terms of statistical analysis results and timeliness of product or problem resolution. Guidelines include DoD, Army, and National Guard Regulations in Facility Management, Energy Management and Reporting.

PERSONAL WORK CONTACTS: Contacts include supported CFMO Staff, G6 support staff, NGB counterparts, and technical vendors for computer systems.

WORKING CONDITIONS / PHYSICAL EFFORT: The majority of work is sedentary and performed in a well-lit and climate-controlled office environment. Work may require occasional lifting of moderately heavy items such as office equipment or supplies up to 50 pounds. Occasional travel to facility sites is required. Visits to facility sites may require walking, standing and bending to view meters, take measurements and collect data. May be exposed adverse conditions and weather extremes. Incumbent may travel for work related conferences and training. Travel via all modes of transportation and overnight stays for moderate periods is required.

FLSA Overtime Code: A (Administrative Exempt; straight time)
EEOC: C04 (Technical)
WCC: 8810

JULY 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be a current member of the Idaho National Guard.

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).

- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation.   If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (*At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.*)

- Must have current System Administrator credentials for the Idaho Army National Guard network, or the ability to obtain credentials within 3-months of employment.

Knowledge, Skills and Abilities (KSAs)
Applicants must have <u>36-months</u> of specialized experience performing related duties as specified below.

- Knowledge of the IDARNG computer network concepts, design strategies and reporting capabilities.

- Knowledge of, and proficiency with, computer operating systems such as a variety of Microsoft ® Windows systems. Ability to review, analyze and resolve problems on these systems.

- Knowledge of computer hardware and software troubleshooting techniques commonly used within the computer industry.

- Ability to develop and maintain user guides and other instructional material for new or modified code and/or procedures.

- Ability to collaborate or work with multiple individuals or agencies to conduct research for assigned projects; conduct data entry in Microsoft office tools and other CFMO databases; and interpret data and recommend changes in policy and procedures.

- Knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and adaptation of guidelines or precedents to the needs of the assignment.

- Knowledge of and skill with servers systems, both bare metal and virtual. Skill administering Microsoft Server (2012 to current version) and Red Hat Linux.

CONDITIONS OF EMPLOYMENT:
a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
b. Refer to the position description for the Mandatory Requirements for this position.
c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
d. Incumbent must be a current member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource Specialist
Military Division – State Personnel Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/idaho

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Position #21-69-MN
INFORMATION SYSTEMS & DATA MANAGER
GD

Information Systems & Data Manager Supplemental Questionnaire

*   1. <u>Mandatory Requirement</u>: Must be member of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment.

*   2. <u>Mandatory Requirement</u>: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

   Provide written response regarding your willingness and ability to meet this condition of employment. (have and maintain)

*   3. <u>Mandatory Requirement</u>: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (*At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.*)

   Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

*   4. <u>Mandatory Requirement</u>: Must have current System Administrator credentials for the Idaho Army National Guard network, or the ability to obtain credentials within 3-months of employment.

   Provide written response indicating if you already have the required credentials and/or your eligibility, willingness and ability to meet this condition of employment.

*   5. KSA: **Knowledge of the IDARNG computer network concepts, design strategies and reporting capabilities.**

   Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

*   6. KSA: **Knowledge of, and proficiency with, computer operating systems such as a variety of Microsoft ® Windows systems. Ability to review, analyze and resolve problems on these systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

*   7. KSA: **Knowledge of computer hardware and software troubleshooting techniques commonly used within the computer industry.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

*   8. KSA: **Ability to develop and maintain user guides and other instructional material for new or modified code and/or procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

*   9. KSA: **Ability to collaborate or work with multiple individuals or agencies to conduct research for assigned projects; conduct data entry in Microsoft office tools and other CFMO databases; and interpret data and recommend changes in policy and procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 10. KSA: **Knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and adaptation of guidelines or precedents to the needs of the assignment.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 11. KSA: **Knowledge of and skill with servers systems, both bare metal and virtual. Skill administering Microsoft Server (2012 to current version) and Red Hat Linux.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 12. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

❏ Yes　　❏ No

* 13. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

❏ Yes　　❏ No

* Required Question